

Subject to approval at the March 31, 2015, Board of Works meeting.

City of West Lafayette, Indiana  
Board of Public Works and Safety  
MINUTES

MARCH 24, 2015  
8:30 a.m.  
Morton Community Center  
Multi-Purpose Room

Members present were Sana G. Booker, Brooke E. Folkers, Tanuja R. Sheth, and Jonathan C. Speaker. Mayor Dennis presided.

1. APPROVAL OF MINUTES

a. March 10, 2015, and March 13, 2015, Meetings

Mr. Speaker moved to accept the minutes of the March 10, 2015, and the March 13, 2015, Board of Works meetings. Ms. Booker seconded the motion.

The motion was adopted.

2. NEW BUSINESS

a. Quote Opening: Operation Releaf Spring 2015 – Development

Marketing and Grants Administrator Shaw explained that this project involves the West Lafayette Tree Friends and the City partnering together to do tree planting. This is for 111 trees. Some will be planted near campus with CDBG funds, and some will be finishing up an Indiana Department of Natural Resources grant with plantings in Prophets Ridge, Barberry Heights, and Amberleigh Village. In response to a question from Mayor Dennis, Ms. Shaw stated that this will be an assortment of types of trees as everyone has learned a lesson from the emerald ash borer. She stated that they are all large shade trees that help with stormwater and cooling.

Clerk-Treasurer Rhodes opened the quotes and read them aloud:

Company	Total Base Quote
Brickman Group, LTD.	\$52,806.28
GardenArt	\$29,959.00
Custom Cuts	\$26,743.00
Greenvision LLC	\$36,655.00

Ms. Sheth moved to take the Operation Releaf quotes under advisement. Ms. Folkers seconded the motion.

The motion was adopted.

b. Quote Opening: Compact Track Loader – Parks

Parks Superintendent Fawley stated that this quote opening is to replace a track loader that we already have.

Clerk-Treasurer Rhodes opened the sole quote aloud:

<b>Company: Rudd Equipment Company</b>	
Base Loader Quote	\$39,900.00
Less Total Trade-in Allowance	\$5,600.00
Total Cost (less options)	\$34,300.00
<b>Options:</b>	
Cab with heat	\$1,938.00
Ride control	\$1,572.16
Attachment control kit	\$989.00
<b>Alternate Quote</b>	
Base Backhoe Attachment	\$12,075.00
Less Trade-In Allowance	Included in trade value above
Total Cost	\$12,075.00

Ms. Booker moved to take the compact track loader quotes under advisement. Mr. Speaker seconded the motion.

The motion was adopted.

c. Quote Received: Front-End Riding Mower – Booth Machinery Sales– Parks

Clerk-Treasurer Rhodes stated that two weeks ago at our last regularly scheduled meeting (March 10, 2015) we opened quotes for a riding mower for the Parks Department. One quote was faxed but was not provided by the Board of Works meeting, but it was received timely. Clerk-Treasurer Rhodes read the quote aloud:

<b>Company: Booth Machinery Sales</b>	
Base Quote (Kubota F3990)	\$20,545.00
Less Total Trade-in Allowance	\$6,500.00
Total Cost:	\$14,045.00

Clerk-Treasurer Rhodes stated that these quotes have been received by the Board of Works but will be considered by the Redevelopment Commission. She and City Attorney Burns stated that no further action needs to be taken other than showing that the quotes have been opened and received by the Board.

d. Internal Transfer: Financial & Code Assistant – Deborah Kervin – Development

Director of Development Poole stated that Betty May, who has been with the Department for 23 years as the Financial & Code Assistant, is retiring at the end of this month. He requested approval to transfer the current Administrative Assistant, Deborah Kervin, to the position of Financial & Code Assistant effective April 1, 2015, with a bi-weekly salary of \$1,387.49. In response to a question from Mayor Dennis, Director Poole stated that Ms. Kervin requested this transfer, and the job position was fully discussed with her.

Mr. Speaker moved that the internal transfer of Deborah Kervin to Financial & Code Assistant be approved. Ms. Booker seconded the motion.

The motion was adopted.

e. Hire: Administrative Assistant – Mary Ray – Development

Director Poole requested the hire of Mary Ray as Administrative Assistant, taking over Ms. Kervin's position, effective March 30, 2015, with a bi-weekly salary of \$1,461.54.

Mr. Speaker moved that hire of Mary Ray be approved. Ms. Sheth seconded the motion.

The motion was adopted.

f. Joint Purchase: Road Salt and Traffic Paint – City of Lafayette – Street

Street Superintendent Payne requested approval to join the City of Lafayette in a joint purchase of road salt, traffic paint, and traffic beads. He provided details about the amount of each item the Department will purchase.

Mayor Dennis stated that he appreciates that we are doing this purchase with Lafayette as the volume purchasing saves us a lot of money.

Ms. Folkers moved that the joint purchase of road salt and traffic paint be approved. Ms. Sheth seconded the motion.

The motion was adopted.

g. Notice to Bidders: 2015 Street Resurfacing Project – Engineering

Engineering Assistant Garrison requested approval of a bid notice for the 2015 Street Resurfacing project. He described the project, including resurfacing of some of our new roads and tying into work done by the County last year, and work will be done on portions of Grant, 5<sup>th</sup>, and 6<sup>th</sup> Streets.

Mr. Speaker moved that the 2015 Street Resurfacing Project bid notice be approved. Ms. Booker seconded the motion.

Clerk-Treasurer Rhodes noted that bids will be received on April 14 with the bid notice scheduled to be advertised on March 27 and April 3.

Engineering Assistant Garrison stated that the bids will be opened by the Board but will go to the Redevelopment Commission (RDC) for approval.

The motion was adopted.

h. Notice to Bidders: 2015 CDBG Project – Engineering

Engineering Assistant Garrison requested approval of the bid notice for the 2015 CDBG project, and explained that this will be curb and sidewalk work on 5<sup>th</sup> and 6<sup>th</sup> Streets. The bids will be opened on April 14 with the bid notice scheduled to be advertised on March 27 and April 3.

Ms. Sheth moved that the 2015 CDBG Project bid notice be approved. Ms. Booker seconded the motion.

The motion was adopted.

i. Notice to Bidders: Northwestern Avenue Phase 4 Safety Improvements Project – Engineering

Engineering Assistant Garrison requested approval of the bid notice for the Northwestern Avenue Phase 4 Safety Improvements project, and explained that this will be the final segment of this project. He described the project, stating that this will be for the portion between Grant and North Streets and will tie into the plans for the Perimeter Parkway. He stated that there will be an alternate bid to continue the new style of decorative street lights from Lindberg Road to Cherry Lane. The bids will be opened on April 14 with the bid notice scheduled to be advertised on March 27 and April 3.

Mr. Speaker moved that the Northwestern Avenue Phase 4 Safety Improvements Project bid notice be approved. Ms. Sheth seconded the motion.

Ms. Booker stated that she does not have a question related to this project, but wanted to share that the gentlemen who are working on the Cumberland Avenue project have been polite and wonderful about doing whatever is needed so she can move about.

The motion was adopted.

j. Claims

i. AP Docket	\$520,520.99
ii. AP Docket	\$41,940.29
iii. PR Docket	\$526,088.32
iv. PR Docket	\$270,644.22

Mr. Speaker moved that the claims be approved. Ms. Booker seconded the motion.

There were no questions or comments about the claims.

The motion was adopted.

k. Informational Items

i. Project Payment List – WWTU

There were no questions or comments about the listing.

ii. Legal Budget & Expenses – Clerk-Treasurer

There were no questions or comments about the listing.

iii. Park Board Dockets

There were no questions or comments about the listing.

l. Other Items

► Engineering Assistant Garrison reported on street projects that are beginning soon. He stated that INDOT will be starting nighttime work on Sagamore Parkway. There will be an informational meeting about the Happy Hollow project on April 2 at the West Lafayette Public Library.

Mayor Dennis stated that the Happy Hollow project will be a big project that will have the same impact on that section of the City as the Cumberland Avenue project did.

Engineering Assistant Garrison stated that the County will be doing a rehab project on Wiggins Street and Fowler Avenue bridge over River Road. He stated that a master detour plan for all of these projects will be released in approximately two weeks.

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► Superintendent Fawley stated that the Happy Hollow project does affect the Park. She explained that the eastern lot at the bottom of the hill will be used as a staging area, so that shelter will not be rented out. It can be used on a first come, first serve basis. She reported that the Soleado Vista Subdivision project will probably close the trail near Trailhead Park while they do sanitation work.

► Director Poole stated that there will be a retirement party for Betty May on March 31.

► Councilor Hunt reported that there is a Board of Zoning Appeals meeting on March 11 which will include the topic of a sign variance request from Family Express. She noted that the Area Plan Commission has recommended that the variance be denied.

► Commissioner Payne stated that we are doing our best to take care of the potholes that are an issue with the change of seasons, but the asphalt plants have not opened yet. He stated that the leaf vac trucks will be sent out in the next couple of days.

3. ADJOURNMENT

There being no further business to come before the Board, Mr. Speaker moved that the meeting be adjourned, and Mayor Dennis adjourned the meeting.